

# **Request for Qualifications for Construction Management at Risk Services**



**B.M.C. Durfee High School**  
**Fall River, MA**  
April 11, 2018

**Submission Deadline:**  
April 27, 2018 – 11:00 AM

**Deadline for Questions:**  
April 19, 2018 – 5:00 PM

**Submit Statement of Qualifications to:**  
Mr. Chris Gallagher  
Director of Facilities Maintenance  
Fall River City Hall  
One Government Center  
Room #234-Purchasing Department  
Fall River, MA 02722

**Request for Qualifications  
for  
Construction Management at Risk Services**

**I. General Information**

**A. Project Information**

Awarding Authority: City of Fall River

Project No. 201400950505

Project Title: B.M.C. Durfee High School

Submission Deadline: April 27, 2018 – 11:00 AM

Submit one (1) original (unbound), eight (8) complete hard copies and one (1) complete electronic copy on flash drive of the Statement of Qualifications (SOQ) with all required forms, attachments, supporting documentation and information to:

**Mr. Chris Gallagher  
Director of Facilities Maintenance  
Fall River City Hall  
One Government Center  
Room #234-Purchasing Department  
Fall River, MA 02722**

Package(s) must be labeled on the outside with the following information:

**SOQ for Construction Management at Risk Services  
B.M.C Durfee High School  
CM Firm's Name:  
CM Business Address:  
CM Contact Name, email, telephone number and cell number:**

Estimated Project Cost: \$263 million

Estimated Construction Cost: \$215 million

Estimated Preconstruction Duration: 4 +/- months (to First Interim GMP)

Construction Duration (building): 48 +/- months (see attached schedule)

Project Oversight: B.M.C. Durfee High School Building Committee (DHS-SBC)

Project Manager: LEFTFIELD Project Management

Designer: Ai3 Architects

Project Funding:

The Massachusetts School Building Authority (MSBA)  
City of Fall River  
(MSBA approved on February 14, 2018 and City of Fall  
River approved on March 6, 2018.)

RFQ Interest Form: Firms interested in this Project must submit **(via email only)** an RFQ Interest Form to:

**Lynn Stapleton**  
**LEFTFIELD Project Management**  
[lstapleton@leftfieldpdm.com](mailto:lstapleton@leftfieldpdm.com)

**An RFQ Interest Form is contained within this RFQ. (See page 14) Firms that have not returned this form WILL NOT be included on distribution of future correspondence regarding this RFQ.**

## **B. Introduction**

Firms interested in providing Public Construction Manager at Risk Services (CM or CM at Risk) for the B.M.C. Durfee High School in Fall River, Massachusetts (Project) are invited to submit a Statement of Qualifications (SOQ) to the Durfee High School Building Committee. This CM at Risk services procurement is conducted pursuant to M.G.L. Chapter 149A. This Request for Qualifications (RFQ) is the first phase of a two-phase procurement process as set forth in M.G.L. Chapter 149A. The Durfee High School Building Committee (DHS-SBC), acting on behalf of the City of Fall River (Awarding Authority) and the Prequalification Committee is prequalifying firms interested in providing public CM at Risk services for the Project through this RFQ process. The DHS-SBC has established a prequalification sub-committee which will evaluate submitted SOQs based upon the identified evaluation criteria and will determine if the respondents are deemed qualified to participate in the subsequent RFP phase. Only those respondents deemed qualified will be invited to submit a Proposal in response to a detailed Request for Proposals ("RFP") which will be issued in the second phase of the procurement process. The DHS-SBC expects the RFP will be available by May 2, 2018. The project delivery method for construction will be public CM at Risk with a Guaranteed Maximum Price ("GMP") in accordance with M.G.L. Chapter 149A. **Firms interested in being prequalified must demonstrate experience as a Construction Manager on at least three (3) CM at Risk projects of a similar size, complexity and type as this project, as further described below.**

## **C. Project Description**

The project consists of 501,330 gross square feet of new construction and minimal renovation for the B.M.C. Durfee High School to house a student population of 2,570. The new school will serve grades 9-12 on three floors to be located on the existing school site located at 360 Elsbree Street, Fall River Massachusetts. The site is comprised of approximately 64 acres of land and contains the existing high school which will be occupied during construction of the new school. Exterior work will include the completion of related site improvements, underground utilities, parking and on-site service and fire access

roadways, new tennis courts, a multi-use athletic field. The scope of the site work includes earthwork, utilities, drainage improvements, erosion control, roadways, pedestrian sidewalks, retaining walls, landscaping, fencing and athletic features. The Project includes the abatement and demolition of the existing Durfee High School's academic sections of the building. The existing Performing Arts Building will remain to be renovated outside of this Project. The existing Athletic Building will be abated and renovated under the project.

It is anticipated that the Construction Manager will be under contract for Preconstruction services starting at Design Development and continuing through the Construction Documents phase. The recently completed Schematic Design that is currently in process. The Schematic Design is the basis for the Project. The Schematic Design Submission is available at <http://www.fallriverschools.org/newdurfeehs.cfm>

It is the intention of this Project to produce a building that meets the requirements of the USGBC LEED v4 BD + C Rating System. The Project has an anticipated minimum goal rating of Certified. The work of this contract must include the construction process, special documentation, materials utilized, and resulting building must meet the specified sustainability requirements. The B.M.C. Durfee High School must meet the LEED v4 standard for the design, construction and operation of high-performance structures. LEED v4 is a performance-based approach to design, operations and maintenance that requires measurable results throughout a building's life cycle.

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#### **Project Statistics:**

- a. Estimated S.F.:** 501,330 +/- gross square feet (98,523 renovation and 402,807 new)
- b. Program Type:** New Comprehensive High School, 2,570 students, Grades 9-12.
- c. Building Type** New construction (traditional foundation with spread footings, steel-framed structure with composite slab-on-deck construction).  
Combination of brick/ punched windows/ curtainwall exterior materials including multi-phased site work.

Please note that all members of the selected CM Team will be required to pass a CORI and SORI review administered by the School Department.

The Project will be subject to the minimum wage rates set forth under the Massachusetts Prevailing Wage Laws and the minimum wage rates established under the Davis-Bacon Act, whichever requires the highest wage rate. Workforce utilization goals apply to the Project and are as follows:

Pursuant to M.G.L. c 7, §40N and M.G.L. c. 7, §61, the Supplier Diversity Office ("SDO") (formerly SOMWBA) and the Division of Capital Asset Management & Maintenance (DCAMM) have set revised participation goals for Minority Business Enterprise ("MBE") and Women Business Enterprise ("WBE") participation for affected state-funded building projects and state-assisted municipal building projects as defined in the above referenced

laws and related Executive Orders, including Executive Orders 524 and 526. Effective January 1, 2012, and until such time as the goals may be revised, the MBE and WBE participation goals for building construction and design awards and expenditures on new projects advertised on or after the effective date will be a combined MBE/WBE goal as follows:

The Project's combined Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation goal is 10.4%.

The selected Construction Manager will be required to utilize Project Management software for project communications, tracking, etc. that is accessible to and useable by the Owner, Owner's Project Manager and Architect via the internet at no cost.

There will be no scheduled site visit or informational meeting during the RFQ phase. A site visit and informational meeting will be held during the RFP phase.

#### **D. Project Schedule**

The Project will include multiple bid packages starting with an enabling bid package for site utility relocations followed by an early bid package for concrete, structural steel, underground electrical, plumbing, elevators and sitework. There is also the potential for early bid packages for long-lead items and design-assist items. The enabling phase is anticipated to start in the fall of 2018. An early bid package for foundations, structural steel, underground electrical, plumbing, elevators and sitework will follow in January 2019 and continue to the main bid package which is anticipated for the early summer of 2019. The construction/renovation of the new High School facility including the FFE fit-out is scheduled for completion in August 2021. The new High School will be occupied while the existing school is abated and demolished. All sitework, athletic fields and courts, landscaping and site improvements are scheduled for completion in August 2022. The

B.M.C. Durfee High School will remain in operation throughout all phases of this project. The Preliminary Project Schedule, dated 4-11-18, has been included on the website for general overview, <http://www.fallriverschools.org/newdurfeehs.cfm>, and represents a 50-month design and construction schedule.

##### **Construction on an Occupied Site**

The High School as well as all on-site activities will remain continuously operational and there will be a need for close planning, coordination, multiple adjustments, compromises and concessions with all parties to successfully complete this Project. CMs must be able to demonstrate prior successful experience on projects involving occupied facilities and sites, multi-faceted phasing, complex planning of work sequences while maintaining budget and schedule expectations.

#### **E. Construction Manager at Risk, Two-Phase Selection Process**

The CM selection process is a two-phase process as set forth in M.G.L. c. 149A. Phase One, the Request for Qualifications (RFQ) Phase, is the Pre-qualifications Phase. Only firms deemed as qualified during the Phase One Pre-qualification Phase will be permitted to participate in Phase Two, the Request for Proposals (RFP) Phase used to select a CM firm. The RFQ Phase will be used to prequalify Construction Management at Risk firms.

Interested firms must submit a Statement of Qualifications (SOQ), by the deadline set forth. The DHS-SBC has assembled and appointed a Pre-qualification Committee to review and evaluate the SOQs received. The DHS-SBC anticipates concluding the RFQ evaluation process within 5 days from submission of SOQs. **Only those firms deemed as qualified by the Pre-qualification Committee will be invited and permitted to submit a proposal in response to the Phase Two RFP. Firms that are not deemed as qualified by the Pre-qualification Committee and firms that do not participate in the RFQ phase will be precluded from participating in the RFP CM Selection Phase.**

**This RFQ is Phase One of the Procurement Process.** After the deadline for the submission of SOQs has passed, the DHS-SBC will prepare a register of the names of the firms submitting SOQs which will be available to the public. The Pre-qualification Committee will review and evaluate the SOQs submitted, information contained in the DCAMM certification files, information on prior project performance, information obtained from references, bonding capacity, information obtained from government agencies and entities and such other relevant information as may be obtained. The DHS-SBC and the Pre-qualification Committee, at its sole discretion, may request additional information to clarify or supplement the information obtained.

Based upon its review and evaluation, the Pre-qualification Committee will evaluate each of the CM firms that have submitted materials required of the RFQ in accordance with the evaluation criteria listed in Paragraph C Evaluation Criteria for Selection, found on pages 11-13 of this RFQ. Based on the established evaluation criteria, the Pre-qualification Committee shall determine whether the CM firm is “qualified” or “not qualified” to work on this Project. **The Pre-qualification Committee reserves its right of OPINION if a CM firm is “qualified” or “not qualified” for this project based upon the evaluation criteria.** The Pre-qualification Committee will develop a composite evaluation for each CM firm that includes the scoring for each evaluation category. CM firms receiving an overall composite rating of “not qualified” will not be deemed qualified. The Pre-qualification Committee shall endeavor to identify at least three CM firms which it deems qualified. If the Pre-qualification Committee does not rate at least three CM’s as qualified, it will repeat the RFQ Process. The Pre-qualification Committee will complete the Phase One Process by written notice to all firm’s advising them as to whether they are pre-qualified or not and those CM firms deemed qualified will be invited to participate in the Phase Two RFP.

**In Phase Two, a detailed Request for Proposals (RFP) for CM at Risk services will be issued to the CM firms deemed qualified from the Phase One Pre-qualification Process.** The DHS-SBC has assembled and appointed an RFP Selection Committee (Selection Committee) to review and evaluate the Proposals received by the CM firms. The Selection Committee will evaluate the proposals on multiple factors, rank the proposals based on the composite ratings including their fee proposal and make a recommendation for the preferred CM at Risk Firm to the B.M.C. Durfee High School Building Committee. Upon acceptance by the DHS-SBC, the Selection Committee will commence negotiations with the highest ranked CM at Risk firm. In the event negotiations with the highest ranked firm do not result in a contract acceptable to the Selection Committee, negotiations will be terminated, and negotiations will commence with the next highest ranked firm. The process will continue until the Selection Committee can reach an acceptable contract with one of the prequalified CM at Risk firms that submitted an advantageous proposal.

## **F. Treatment of Information Submitted in the RFQ**

The DHS-SBC shall have no obligation to treat any information submitted in or in connection with this SOQ as proprietary or confidential, with the exception of the audited financial statement which is deemed confidential. The DHS-SBC's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws, including the Massachusetts Public Records law. The audited financial statement shall remain confidential and shall not be a public record to the fullest extent permissible under the law. The Owner shall have the right to use all or portions of the SOQ and accompanying information as it considers necessary or desirable in connection with the Project. By the submission of a SOQ, the respondent thereby grants to the Owner an unrestricted license to use the SOQ, including all material submitted therewith, in connection with the Project.

## **G. Communication between the Project Team and Respondents**

Unauthorized communications or contact between CM firms, their employees, agents or other related entities interested in submitting SOQs and the DHS-SBC, the Project Designer, the Owner's Project Manager, or any other person or entity participating on the Pre-qualification Committee or Selection Committee with regard to this project are strictly prohibited except through written questions submitted prior to the deadline set forth herein. All questions must be submitted in writing by email to:

**Lynn Stapleton**  
**LEFTFIELD Project Management**  
[lstapleton@leftfieldpm.com](mailto:lstapleton@leftfieldpm.com)

**All questions pertaining to this RFQ are to be issued to the above named person on or before April 19, 2018 – 5:00PM.**

The deadline for receipt of written questions is **5:00 PM on April 19, 2018**. The Owner will respond to all written questions, which in the Owner's sole judgment may have a material effect on the RFQ. Written responses will be posted on the website at <http://www.fallriverschools.org/newdurfeehs.cfm> no later by **12:00 PM April 20, 2018**.

Except as explicitly set forth herein from the date of issuance of this RFQ, any respondent that contacts directly or indirectly any member of the City, the DHS-SBC, the Project Architect, the Owner's Project Manager or any other person or entity participating on the Pre-qualification Committee or Selection Committee in connection with the Project is subject to disqualification.

**Respondents that currently do business with the DHS-SBC, the Project Designer, Project Manager or members of the committee are to keep communication limited to that business.**

## **H. Addenda**

All responses and clarifications to questions will be addressed by issuance of a written addendum. Oral and other clarifications will be without legal effect. All such addenda will

be considered part of this RFQ, and the respondent shall be required to acknowledge receipt of all addenda on the SOQ Form attached to this RFQ.

Any addenda developed either to modify this RFQ or to address questions received by the Owner, in accordance with Section G, which in the Owner's opinion require clarification or interpretation or will have a material effect on the RFQ or the Project will be posted on <http://www.fallriverschools.org/newdurfeehs.cfm>. All Addenda will be posted not less than two (2) days prior to the date on which submissions are due. The Owner may decline to answer any inquiry. It shall be the sole responsibility of firms desiring to submit Statements of Qualifications to ascertain the existence of any and all addenda issued by the Owner. Only written communications from the Owner shall be binding. Oral statements, clarifications or interpretations provided at any time will have no standing and may not be relied upon, except to the extent confirmed in a written addendum.

#### **I. Status of Request for Qualifications**

This Request for Qualifications is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent. The DHS-SBC shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ. The Owner reserves the right to modify, suspend or cancel this procurement at any time at its sole discretion. The required Schedules A through L will be made available to respondents in Microsoft Word file format for use in completing Statements of Qualifications. In the event that a respondent modifies the forms and schedules to change the meaning of any terms or requirements, the original version as contained in this RFQ shall take precedence.

#### **J. Owner's Right to Waive Provisions**

The DHS-SBC reserves the right to modify any portion of this RFQ and, further reserves the right to waive any provision of this RFQ if it determines, in its sole discretion, that such waiver is in the interest of the B.M.C. Durfee High School Building Committee and the Project.



## **II. Scope of Services for Construction Management**

*The Construction Manager shall be responsible for complete construction management services for all phases of the Project for a guaranteed maximum price. At each phase, the Owner at its sole discretion will determine whether it will proceed to the next phase or terminate Construction Manager Services on the Project. A Pre-qualification Process and a subsequent Request for Proposals from qualified Construction Management firms is required of Massachusetts General Laws, Chapter 149A.*

Enabling work will be required before new building construction work commences. Likewise, multiple prequalification and bid packages prior to the main bid package are anticipated. A detailed scope of services will be included in the Request for Proposals. The following is an outline of services anticipated.

### **A. Pre-Construction Phase (Design Development, Construction Documents and Bidding)**

1. Review of the existing Preliminary Project Schedule developed as an overall intent/guide. During the Pre-construction Phase, review, advise and formulate a Construction Schedule outlining specific work phases and durations for the overall project in conjunction with the Project Team.
2. Review and recommend revisions to maintain the construction completion dates and construction budget.
3. Review the design documents and other construction documents and make recommendations to the Project Team as to the value engineering, constructability, bid-ability, suitability of materials and equipment, scheduling, timeframe, methods and sequence of construction including the clarity, consistency and coordination of documentation. **Please note that a timely review of design documents in regards to constructability and scope assignment is paramount.**
4. Develop detailed scope packages for each division of work, prepare Subcontractor bid packages and assist in preparing Filed Sub-bid packages. These scope packages will be included as part of the bidding documents. Fully participate in the pre-qualification and qualification processes of each Trade Contractor and other Subcontractors as defined by law. Assist the Project Team with sub-bid trade preparation and attend all bid openings.
5. Attend, schedule, lead and document (prepare, take and distribute meeting minutes) periodic project meetings and special meetings for the exchange of information concerning the construction of the Project.
6. Aid in the procurement of City and state approvals / permitting for all components of the work.
7. Aid in the development of site logistics and utilization as well as preparing a detailed Site Logistics Plan for the entire site for each phase of work.

8. Participate in the discussion and aid in the resolution of various site logistic challenges such as parking, fence locations, gate placement, staging areas, temp lighting and other project requirements as they arise.
9. Attendance at public and MSBA meetings as requested.
10. Perform periodic detailed cost estimates and reconciliations during Design Development, 60% Construction Documents and 90% Construction Documents milestones of the project or as further defined or requested by the MSBA or the Owner's Project Manager. Estimates are to be prepared in Uniformat II, level 3 and CSI MasterFormat 6-digit format to level 3. Uniformat is not required after the Design Development Phase. The CM shall work collaboratively with the Designer and the Designer's Cost Estimator to reconcile differences between the CM's and the Designer's cost estimates.
11. The CM shall provide value engineering analyzes and shall proactively look for opportunities to reduce cost through alternative materials, means, methods, assemblies or design detailing during all Pre-Construction Phases of the project, including Design Development and Construction Documents.
12. The CM must provide a professional Project Scheduler, possessing building and site design and construction experience, to develop the Project Schedule. The scheduler must develop a detailed Critical Path Method (CPM) Schedule that identifies all design activities, permits and all other activities required to be completed before construction activities can begin and provide a Preliminary Construction Schedule, continuously modified as required throughout each phase of the Project.
13. Participate and aid in the coordination and document review by the Commissioning Agent.
14. The CM shall develop a plan for the safe removal and legal disposal of all hazardous materials on the site and demolition of existing buildings.
15. Develop, in coordination with the Owner's Project Manager, a system for tracking all construction costs, exposure and cash flows on a monthly basis.
16. Conduct activities relating to the procurement and award of Trade Contracts and all other contracts for the furnishing of labor, materials, equipment or other services in connection with the construction of this Project in accordance with the procedures to be developed by the Owner and in a manner that will meet Minority Business Enterprise and Women Business Enterprise goals set by the Owner for the Project.

## **B. Construction Phase**

1. Obtain and pay for, with the exception of the building permit fees, all required construction related permits.
2. Furnish bonds and insurance as required by the contract documents.

3. Provide and maintain a construction site office (trailer) and provide all site management and administration. Provide and maintain a separate construction site office (trailer) for the Owner's Project Manager (to include an office for the OPM Project Representative, an office for the Architect, and a meeting area).
4. Manage and coordinate all Trade Contractors and Subcontractors and others engaged in the performance of the work, including managing aspects of the Criminal Offense Record Information (CORI) and Sexual Offense Record Information (SORI) systems as required for activities within the project fence.
5. Continuously supervise all work in progress to ensure that work is proceeding in accordance with the construction contract documents.
6. Meet the Minority Business Enterprise and Women Business Enterprise participation goals and minority work force goals for the Project.
7. Attend, schedule, lead and document (prepare, take and distribute meeting minutes) regular project and construction progress meetings, and conduct regular meetings at the site with Subcontractor.
8. Implement procedures for reviewing and processing: requests for information or clarifications and interpretations of the contract documents; shop drawings; samples; all other submittals; contract schedule adjustments; change order proposals; proposals for substitutions; payment applications; as-built drawings; and maintenance of logs using an internet-based system software. Develop and implement a control/tracking system for changes orders, RFIs, PCOs, submittals, etc. All tracking systems are subject to the approval of the Owner's Project Manager.
9. Establish and implement a Quality Control program including monitoring the quality programs of all contractors. The renovation of the field house may require an air quality control program during specific time frames of the renovation.
10. Develop and implement a project-wide safety program, including monitoring and enforcement of the program for Trade Contractors and Subcontractors.
11. Monitor closely the progress of construction of each Subcontractor and prepare a Construction Schedule report at least monthly and, if and as necessary, prepare and submit Recovery Schedules.
12. Provide a Scheduler to develop, maintain and update the detailed CPM schedule.
13. Furnish monthly reports concerning the progress of the work and project which addresses: (a) compliance with the construction schedule, (b) status of major scopes of work being performed by the CM and subcontractors, (c) status of shop drawings, submittals, RFI's and material procurement, (d) manpower status, (e) safety/occurrences, (f) status of change orders, (g) 30 day look ahead, (h) MBE/WBE status updates, and (i) other matters relating to the progress of work as directed by the Owner's Project Manager or the MSBA.

14. Determine when each subcontractor's work is substantially complete and prepare a list of incomplete work and work which does not conform to the requirements of the construction documents.
15. Maintain complete and accurate records, including (a) correspondence, (b) meeting notes and minutes, (c) shop drawings and submittals, (d) construction documents including change orders, (e) clarifications and interpretations of the construction documents issued by the project designer, (f) progress reports including observations of testing performed, (g) as-built drawings, and (h) all other project related documents.
16. The CM and the subcontractors shall participate in the commissioning of the Project, and shall be responsible for the startup, testing, balancing and adjusting of the Project's mechanical, electrical, plumbing and fire protection systems and equipment and any other systems or equipment identified by the Commissioning Agent in order to satisfy the testing program developed by the Commissioning Agent.
17. Coordinate with the Designer throughout the Project to develop and implement the LEED v4 requirements. The CM will be responsible for implementing the appropriate means and methods as well as providing proper documentation for means, methods and products used by them or their Subcontractors consistent with the specific LEED goals.
18. The Designer (Architect and Consulting Engineers) will produce Construction Documents using REVIT, a BIM (Building Information Modeling) software. The CM must coordinate with the Designer to develop the approach for utilizing BIM on the Project, including for cost estimating and coordinating the work of Trade and Non-Trade subcontractors to avoid and resolve conflicts and to ensure that all necessary scope is included and assigned to the appropriate trade within the bid documents. The CM must use REVIT or other compatible BIM software that is acceptable to the City. All source documentation and data generated for the Project will be provided to the City and will become the property of the City upon completion of the Project. The CM shall work with the City to determine the format of the final BIM product to ensure that, upon completion of the Project, it will serve as an effective tool for the ongoing maintenance of the Project.
19. Throughout the construction phase of the Project, develop and maintain accurate and detailed as-built drawings and monitor the subcontractors to ensure that other such drawings are prepared accurately, thoroughly, and in a timely manner. At the completion of the Project and prior to submission of its final application for payment, the CM shall submit to the Designer for review and approval, a complete set of as-built drawings. The as-built documents shall be provided by the CM in both a "hard copy" of the as-built conditions, as well as electronic AutoCAD, BIM and PDF formats on disk.
20. Coordinate all training for City and School District representatives regarding the operation and maintenance of all building systems.

### **C. Post-Construction Phase**

In accordance with the Project Designer, develop and implement procedures for orderly completion of punchlist items, checkout of utilities, operational systems, equipment and initial start-up and testing. Preparation and delivery of all warranties, as-built drawings, maintenance manuals and training, and the like, and generally administer closeout of the project. Ensure performance of all warranty obligations, resolution of all claims, and other post-construction requirements.

Attend and participate, ten (10) months after the date of Substantial Completion with performing a site inspection and prepare a list of construction-related warranty deficiencies.

### **III. Submission Instructions, Requirements and Evaluation Criteria**

#### **A. Submission Instructions**

One (1) original (unbound), eight (8) complete hard copies of the SOQ (each in three-ring binders) and one (1) complete electronic copy on flash drive of the SOQ. All required forms, attachments, supporting documentation and information must be received on or before the submission time and date set forth above as determined by Owner's date/time stamp. All envelopes must be labeled, **"RFQ for Construction Management Services, B.M.C. Durfee High School," with the respondent firm's name, business address and telephone number** and must be mailed or delivered to the following address:

Mr. Chris Gallagher  
Director of Facilities Maintenance  
Fall River City Hall  
One Government Center  
Room #234-Purchasing Department  
Fall River, MA 02722

Statements of Qualification received later than the submission deadline specified above will be rejected and returned to the respondent. Respondents are cautioned to allow sufficient time for mailed materials to be received. **Faxed or emailed qualifications will not be accepted. Qualification statements will not be opened or read publicly.** Immediately following the RFQ deadline, there will be a public logging at the City's Procurement Office. The only information that will be publicly available at the public logging is a listing of the firms that submitted proposals.

#### **B. Submission Requirements**

The Respondent **must** submit all of the information and documentation listed. Determination of the qualification of the Respondent for the Phase One Pre-qualification Process will be based on the submitted information and materials, information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, information contained within DCAMM certification files, and such other information as may be obtained.

**Do not include superfluous material. Respondents must include the CM at Risk Statement of Qualifications Response Form, attached below, signed by an authorized representative and all of the forms and materials required of Schedules A through L.** Respondents must give complete and accurate answers to all questions and provide all of the information requested. Respondents may not alter the text of the forms or schedules in anyway. Any such alteration will be grounds for disqualification. Making a materially false statement in this submission is grounds for rejecting a Statement of Qualifications submission and may subject respondent to other civil or criminal penalties.

1. **Qualifications Application:** Respondent **must complete** the CM at Risk Qualifications Application **Schedule A**, attached to the SOQ below. Joint ventures must provide information about each of the joint venture partners.

2. Executive Summary: Respondent must attach as Schedule B to the SOQ, a cover letter or executive summary detailing the key elements and factors that differentiate the respondent firm from other firms. Joint ventures must provide information about the nature of the joint venture, division of responsibility among the joint venture partners and which partner is the prime. This letter/executive summary should not exceed six (6) pages.
3. Management Personnel and Project Organizational Chart: Respondent **must complete Schedule C**, attached to the SOQ below, and **must attach** at Schedule C, *both*: i) an organizational chart *and* ii) a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project including, but not limited to, Project Executives, Project Managers, Field Superintendents and Field Engineers. Joint ventures must identify the company that employs each individual listed and the organizational structure of the joint venture including the prime partner.
4. Similar Project Experience: Respondent **must complete Schedule D**, attached to the SOQ below, listing all but not fewer than three (3) similar projects for the last five (5) years. The first page of Schedule D requests information for similar projects that used the construction manager at risk delivery method and the second part of Schedule D requests information on similar projects in general. For each project, respondent must include the name of the project, location, description of project, description of respondent firm's scope of work, original contract sum, final contract sum (with explanation), date completed and the name, organization, address and telephone contact information for the Owner and Project Architect. For the purpose of this RFQ, "similar projects" shall mean projects where the construction cost is for an amount similar to the estimated construction cost of this Project; the project was one of similar complexity, similar public education program and was the approximate size of this Project. Joint ventures must complete a Schedule D for each individual joint venture partner.
5. Terminations and Legal Proceedings: Respondent **must complete Schedule E**, attached to the SOQ below. Schedule E requires two (2) separate listings: the first part requires a complete listing of each and every project on which the respondent firm was terminated or failed to complete the work within the past five (5) years; and the second part requires a complete listing of any conviction or fines incurred by the respondent firm or any of its principals for violations of any state or federal law within the past five (5) years and a complete list of any and all legal proceedings, administrative proceedings and arbitrations whether currently pending or concluded within the past five (5) years that involved a construction project or construction contract in which the respondent firm was a named party. Joint ventures must complete a Schedule E for each individual joint venture partner.
6. Safety Record: Respondent **must provide** its experience modifier for the past three (3) years by writing it in on the SOQ in the space provided and **must also attach** at **Schedule F** to the SOQ documentation from its insurance carrier of its Workers' Compensation Experience Modifier for the past three (3) years. Joint ventures must complete a Schedule F for each individual joint venture partner.

7. MBE/WBE and Workforce Compliance Record: Respondent **must complete Schedule G**, attached to the SOQ below, providing information on the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed with the past five (5) years that had contractual MBE/WBE participation goals or minority and women workforce goals. In addition, respondent **must attach** documentation supporting the actual participation and inclusion amounts it reports on Schedule G. Joint ventures must complete a Schedule G for each individual joint venture partner.
8. Audited Financial Statement: Respondent **must attach at Schedule H** to the SOQ, a complete copy of its audited financial statement for the most recent fiscal year. Joint ventures must complete a Schedule H for each individual joint venture partner.
9. Letter from Surety Company Evidencing Bonding: Respondent **must attach at Schedule I** to the SOQ, a letter from a surety company that is licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570 on the surety companies letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that it will provide respondent firm with payment and performance bonds on the Project in an amount equal to or greater than 110 percent of the upper limit of the estimated construction cost range of the Project. This letter can either reference the joint venture's bonding or submit separate letters from each individual joint venture partner; however, the prime partner must be identified.
10. Certificate of Eligibility and Update Statement: Respondent **must attach at Schedule J** to the SOQ, *both* i) a current **Certificate of Eligibility** (issued by DCAM) showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits based on the upper limit of the estimated construction cost range as set forth above, *and* ii) a completed **Update Statement**. Joint ventures which are not yet DCAMM certified as a joint venture at the time of the Statement of Qualifications must submit a Certificate of Eligibility and Update Statement for each individual joint venture partner to provide evidence that the joint venture can and will become DCAMM certified. However, the joint venture must provide DCAMM certification of the joint venture in the RFP Phase
11. Examples of Project Management Reports and Operating Philosophy: Respondent **must attach at Schedule K**, specific examples (no more than 3) of Project Management Reports that were prepared by respondent on one or more of the Construction Manager projects listed in Schedule D, Part A. In addition, respondent **may**, at its option, include a brief statement of its operating philosophy. If information on respondent's operating philosophy is contained in its Executive Summary attached at Schedule B, the information should not be repeated at Schedule K but can be referenced.
12. Examples of Prior Experience on Sustainable Construction and LEED Certified Buildings: Respondent **must complete Schedule L**, attached to the SOQ below, listing prior project experience involving sustainable construction and LEED v4 certified



buildings. Joint ventures must complete a Schedule L for each individual joint venture partner.

### C. Evaluation Criteria for Selection

The respondent must submit all of the information and documentation listed in this RFQ. Selection of the respondent for the Phase One Pre-qualification process will be based on the submitted information and materials, information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, information contained within DCAMM certification files, and such other information as may be obtained relating to the evaluation criteria categories. **Please note that the Pre-qualification Committee, having a broad range of experience in the local construction industry, may research and obtain information from entities beyond your listed references.** Respondents must include the CM at Risk Statement of Qualifications Response Form and all of the materials required of Schedules A through K. Respondents must give complete and accurate answers to all questions and provide all of the information requested. Altering the text of the forms or schedules in any way or making a materially false statement in this submission is grounds for rejecting a Statement of Qualifications submission and may subject the respondent to other civil or criminal penalties.

The City of Fall River, as the Awarding Authority, reserves the right to reject any and all Statements of Qualifications, to waive minor informalities and to award a contract in the best interest of the City.

#### 1. Minimum Requirements

##### a. Required Construction Manager at Risk Experience

**All respondents must have prior or current experience as a Construction Manager on at least three prior Construction Manager at Risk projects.** CM at Risk experience must be on projects, of similar size, complexity and type as this project. M.G.L. All Respondents must be licensed to do business in the Commonwealth of Massachusetts.

##### b. Bonding Capacity

The Respondent **must provide evidence of bonding capability** in an amount equal to 110 percent of the estimated construction cost for this Project (as set forth in the General Information section above). The evidence of bonding capability shall be in the form of a letter from the surety company (or a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) The surety company must be a surety licensed to do business in the commonwealth and whose name appears on the United States Treasury Department Circular 570. For Joint Ventures, this letter can either reference the joint venture's bonding or submit separate letters from each individual joint venture partner; however, the prime partner must be identified.

**c. DCAMM Certification - Copy Form CQ7**

The Respondent **must provide a copy of a current Certificate of Eligibility** (Form CQ7) issued by DCAM showing respondent is DCAM certified in General Building Construction with a single project limit in an amount equal to, or greater than, the estimated construction cost for this Project (as set forth in the General Information section above).

To submit a proposal in response to this RFQ a Respondent whether an individual firm or a joint venture, must be certified in General Building Construction by DCAMM for a single project limit in the amount of the Estimated Construction Cost set forth above for the Project or greater and must also be within the aggregate limits of its DCAMM Certificate of Eligibility (Form CQ7), and a copy of the Respondent's current DCAMM Certificate of Eligibility must be included in the SOQ. Note, however, that a joint venture team must be certified in General Building Construction by DCAMM for a single project limit in the amount of the Project Estimated Construction Cost or greater and must also be within the aggregate limits of its DCAMM Certificate of Eligibility, a copy of which must be included in the SOQ at the time its submits its RFQ. If a Respondent to the RFQ is a proposed joint venture ("JV") that is newly formed or is not currently certified, then: i) each party to the proposed joint venture must be individually certified by DCAMM and must submit a copy of its DCAMM Certificate of Eligibility with its SOQ; ii) the JV Respondent must state in the SOQ that it will seek Certification from DCAMM as a joint venture in the category of General Building Construction for the required limits, and state that it understands and agrees that if JV Respondent is selected to participate in the RFP phase that it will be required to submit a DCAMM Certificate of Eligibility for the joint venture with its response to the RFP; and iii) the JV Respondent shall provide evidence satisfactory to the B.M.C. Durfee High School Building Committee of bonding capacity, in the form set forth above, for the proposed joint venture in the amount of the Estimated Construction Cost for the Project. In the second phase of the selection process, the RFP Phase, a JV Respondent that has been qualified in the RFQ process, will be required to have obtained a DCAMM Certificate of Eligibility for the joint venture and must submit its DCAMM Certificate of Eligibility for the joint venture meeting the above requirements with its proposal in response to the RFP.

For certification forms and additional information on DCAMM certification, see the DCAMM web site:

<https://www.mass.gov/dcamm-contractor-certification>

Or contact the Certification Office at:

DCAMM Contractor Certification Office  
One Ashburton Place,  
Boston, Massachusetts 02108  
Telephone Number (617) 727-4050 ext. 415

#### **d. DCAM Update Statement - Use Form CQ3**

**A complete and signed update statement must be submitted as part of the SOQ.** For the Selection Committee's analysis of the Aggregate Work Limit for this RFQ, the Estimated Construction Cost for the project as set forth above will be used with a construction duration for the Project as set forth above. The Selection Committee will compare the above numbers with the respondent's current annualized value of all incomplete work to determine eligibility within the Aggregate Work Limit.

If a respondent to the RFQ is a proposed joint venture and the proposed joint venture is not yet certified, then: i) each party to the proposed joint venture must be certified by DCAMM and each must submit its own signed Update Statement (Form CQ3) as part of its SOQ; ii) the parties to the joint venture collectively must be certified by DCAMM in the category of General Building Construction for a single project limit equal to or greater than the Estimated Construction Cost of the Project and must be within the aggregate limits of its collective Certification of Eligibility. When the second phase of the Selection Process is undertaken through an RFP, a joint venture respondent that has been selected in the RFQ process will be required to submit its Certificate of Eligibility for the joint venture meeting the above requirements with its proposal to the RFP.

For the required Update Statement Form and additional information see the DCAMM web site.

<https://www.mass.gov/dcamm-contractor-certification>

Or contact the Certification Office at:

DCAM Contractor Certification Office  
One Ashburton Place,  
Boston, Massachusetts 02108  
Telephone Number (617) 727-4050 ext. 415

## **2. Qualification Criteria**

Firms meeting the minimum experience criteria set forth above and submitting a completed SOQ with Schedules and required attachments including the required Certificate of Eligibility, Update Statement and letter evidencing bonding capacity will be evaluated on the following criteria:

- Respondent's ability to demonstrate that they possess the capability, capacity and experience to perform construction management services under Chapter 149A for a project of the size and scope of the Project and on the terms set forth in this RFQ, including specifically the advisory services required for the Pre-Construction Phase and the construction, management, oversight and cost control services required during the Construction Phase.
- Respondent's ability to demonstrate that the proposed Project Superintendent, Project Manager and Project Team possess the capability, capacity and experience with projects of similar size, scope and delivery method and are qualified to meet the specific requirements of this Project.

- Respondent's ability to demonstrate an understanding of the Project goals, particularly the quality standards required, the dates for substantial completion of each phase, and an ability and commitment to meet these goals and dates.
- Respondent's references from Owners, Architects, or Engineers indicating that they have completed work similar to the Project for which this Proposal is being submitted in a satisfactory and timely manner. If delays occurred, evidence explaining and exonerating the Respondent must also be provided.
- Respondent's record of harmonious, cooperative, collaborative, non-adversarial and honest relationships with Owners and OPM's as well as with Architects, Engineers, Consultants, Subcontractors and Suppliers on the prior projects.
- Financial Status
- Prior Project Experience, including quality of performance on prior projects
- Litigation and Performance/Termination History/Liquidated Damages
- Safety Record
- Volume of current work
- History of compliance with MBE/WBE participation and workforce goals
- Experience with sustainable construction and LEED v4 certified buildings
- It is preferable but not required that joint ventures demonstrate prior successfully completed projects.

As provided by law, decisions on pre-qualification shall be final and binding and shall not be subject to appeal except on grounds of fraud or collusion.

Attachments:

- RFQ Interest Form
- SOQ checklist
- SOQ Form
- Schedule A – K Forms
- Preliminary Project Schedule dated April 11, 2018,  
<http://www.fallriverschools.org/newdurfeehs.cfm>
- Schematic Design Submission, <http://www.fallriverschools.org/newdurfeehs.cfm>

## STATEMENT OF QUALIFICATIONS SUBMISSION CHECKLIST for Pre-qualification of CM at Risk Firms

**PLEASE NOTE THAT INCOMPLETE OR LATE STATEMENTS OF QUALIFICATION FOR CM at RISK PRE-QUALIFICATION WILL NOT BE CONSIDERED. THEREFORE, BEFORE SUBMITTING YOUR FIRM'S RESPONSE TO THIS RFQ PLEASE REVIEW THE FOLLOWING:**

- ☐ Respondent has emailed its CM at Risk RFQ Interest Form. (If not, please see Page 22 of this RFQ package. **Firms that have not returned this form WILL NOT be included on distribution of future correspondence regarding this RFQ.**)
- ☐ Respondent completed the CM at Risk Statement of Qualifications Form.
- ☐ Respondent has completed *Schedules A through L* and attached required documentation (i.e., application, resumes of all management personnel, organizational chart, commitment letter from bonding company, letter evidencing workers compensation experience modifier, sample firm project management reports, etc.).
- ☐ Respondent has submitted current DCAMM Certificate of Eligibility and Update Statement (Schedule J).
- ☐ Respondent has submitted Audited Financial Statement (Schedule H).
- ☐ Respondent submission package includes one (1) original (unbound), eight (8) complete hard copies (each in three ring binders) and one (1) complete electronic copy on disk of the Statement of Qualifications (SOQ) with all required forms, attachments, supporting documentation and information.
- ☐ Respondent has provided current contact information for its firm on all of its project contacts/references.
- ☐ Respondent addressed the *SOQ* envelope correctly (i.e., to reference the Project and other required information set forth herein).

## CM AT RISK RFQ INTEREST FORM

(Submit Immediately)

**Instructions:** If your firm is interested in submitting a Statement of Qualifications (SOQ) for this project, you must fill out this CM at Risk RFQ Interest Form immediately and return it to the individual listed below. This form is to be submitted **BEFORE** submitting your SOQ in response to the RFQ. **Firms that have not returned this form WILL NOT be included on distribution of future correspondence regarding this RFQ.** Please note that this form must be emailed to the individual listed below. However, the Statement of Qualifications ("SOQ") with all required forms, attachments, supporting documentation and information submitted in response to this RFQ cannot be emailed. It must be either hand delivered or mailed to the individual listed below and be received by the time and date set forth in the RFQ.

Awarding Authority: City of Fall River  
Project No. 201400950505  
Project Title: Fall River BMC Durfee High School

### Email the CM at Risk RFQ Interest Form to:

Lynn Stapleton  
LEFTFIELD Project Management  
[lstapleton@leftfieldpdm.com](mailto:lstapleton@leftfieldpdm.com)

By submitting this CM at Risk RFQ Interest Form, the below identified firm is expressing its interest in the above-referenced public building project and is requesting that it be added to the list of firms that will receive any addenda to the RFQ on the Project. **The DHS-SBC assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this RFQ due to the firm's failure to submit an RFQ Interest Form to the individual as directed above, or for any other reason. All addenda will be emailed.**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Print Name/Title)

Date: \_\_\_\_\_

## CM at Risk Statement of Qualifications Form (SOQ)

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address (if different from Mailing Address): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Firm acknowledges Addenda numbered \_\_\_\_\_ (list all)

- A. **Qualifications Application:** Respondent MUST complete the CM at Risk Qualifications Application **Schedule A** attached below. Joint ventures must provide information about each of the joint partners.
- B. **Executive Summary:** Respondent MUST attach a **Schedule B** with a cover letter and/or Executive Summary detailing the key elements and factors that differentiate the Respondent firm from other firms. This letter/ Executive Summary should not exceed six (6) pages. Joint ventures must provide information about the nature of the joint venture including the prime partner, the approximate percentage participation by each joint venture partner and the division of responsibility among the joint venture partners.
- C. **Management Personnel and Project Organizational Chart:** Respondent MUST complete **Schedule C** attached below, provide a team organizational chart and resumes for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including but not limited to Project Executives, Project Managers, Field Superintendents and Field/Project Engineers. Joint ventures must identify the company that employs each individual listed.
- D. **Similar Project Experience:** Respondent MUST complete **Schedule D** attached below, listing all but not fewer than three (3) similar projects for the last five (5) years. The first part of Schedule D requests information for similar projects that used the construction manager at risk delivery method and the second part of Schedule D requests information on similar projects in general. For each project, Respondent must include the name of the project, location, description of project, description of Respondent firm's scope of work, original contract sum, final contract sum (with explanation), date completed and the name, organization, address and telephone contact information for the owner and Project Architect for each such project. For the purpose of this RFQ, "similar projects" shall mean projects where the construction cost of the project is comparable to the estimated construction cost of this Project; the project was one of similar complexity, required construction of a building of the general type of this Project and was the approximate size

of this Project. Joint ventures must complete a Schedule D for each individual joint venture partner. The Pre-Qualification Committee may in its own judgment, further determine and evaluate what would be deemed and considered “similar projects” in the best interest of the B.M.C. Durfee High School Building Committee.

- E. Terminations and Legal Proceedings:** Respondent MUST complete **Schedule E** attached below. Schedule E requires two (2) separate listings: first, provide a complete listing each and every project on which the respondent firm was terminated for cause, failure to complete the work or was assessed liquidated damages or actual damages by the Owner for late completion, within the past five (5) years; and second, provide a complete listing of any criminal conviction or fines incurred by the Respondent firm or any of its principals for violations of any state or federal law within the past five (5) years; and provide a complete list of any and all legal proceedings, administrative proceedings and arbitrations whether currently pending or concluded within the past five (5) years that involved a construction project or a construction contract in which the Respondent firm was a named party. Joint ventures must complete a Schedule E for each individual joint venture partner.
- F. Safety Record:** Respondent MUST insert below its experience modifier for the past three (3) years and attach at **Schedule F** documentation from its insurance carrier of its Workers’ Compensation Experience Modifier for the past three (3) years. Joint ventures must attach a Schedule F for each individual joint venture partner.

<b>Year</b>	<b>Workers Comp. Experience Modifier</b>
_____	_____
_____	_____
_____	_____

- G. MBE/WBE and Workforce Compliance Record:** Respondent MUST complete **Schedule G** attached below providing information on the firm’s compliance record with respect to Minority Business Enterprise and Women’s Business Enterprise participation goals and workforce inclusion goals for each and every project completed within the past five (5) years that had a contractual MBE/WBE participation goals or minority and women workforce goals. In addition, Respondent MUST ATTACH documentation supporting the actual participation and inclusion amounts on **Schedule G**. Joint ventures must attach a Schedule G for each individual joint venture partner.
- H. Audited Financial Statement:** Respondent MUST attach at **Schedule H**, a complete copy of its audited financial statement for the most recent fiscal year. **This statement is to be submitted in a sealed envelope and placed in the sleeve of the three ring-binders.** Joint ventures must attach a Schedule H for each individual joint venture partner.
- I. Letter from Surety Company Evidencing Bonding:** Respondent MUST attach at **Schedule I** a letter from a surety company that is licensed to do business in the



Commonwealth and whose name appears on United States Treasury Department Circular 570 on the surety companies letterhead (or a letter from a surety agent with attorney in fact authority and an original power of attorney accompanying the letter) confirming that is will provide respondent firm with payment and performance bonds on the Project in an amount equal to 110 per cent of the estimated construction cost of the Project.

- J. Certificate of Eligibility and Update Statement:** Respondent **MUST** attach at **Schedule J** *both* a current **Certificate of Eligibility** (issued by DCAMM) showing respondent is certified in General Building Construction with appropriate single project limits and aggregate limits as set forth above *and* a completed **Update Statement**. Joint ventures which are not yet DCAMM certified as a joint venture must submit a Certificate of Eligibility and Update Statement for each individual joint venture partner. Evidence of DCAMM certification of the joint venture will be required in the RFP Phase,
- K. Examples of Project Management Reports and Operating Philosophy:** Respondent **MUST** attach at **Schedule K** specific examples (no more than 3) of Project Management Reports that were prepared by respondent on one or more of the Construction Manager projects listed on Schedule D, Part A. In addition, Respondent **may**, at its option, include a brief statement of its operating philosophy. If information on Respondents operating philosophy is contained in its Executive Summary attached at Schedule B the information should not be repeated at Schedule K but can be referenced.
- L. Examples of Prior Experience on Sustainable Construction on LEED Certified Buildings:** Respondent **must complete Schedule L**, attached to the SOQ below, listing prior project experience involving sustainable construction and LEED certified buildings, particularly LEED v4. Joint ventures must complete a Schedule L for each individual joint venture partner.

Failure to accurately and completely provide the information requested may result in the disqualification of a Respondent.

This form **MUST** be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein.

**To the City of Fall River/B.M.C. Durfee High School Building Committee:**

The undersigned declares that he or she has carefully examined all the documents contained in the CM at Risk Request for Qualifications (RFQ) solicitation for **the B.M.C. Durfee High School Project** and certifies to the best of his/her knowledge, that this Statement of Qualifications fully complies with all of the requirements of the RFQ and all addenda and clarifications issued in regard to the RFQ.

The undersigned also hereby certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Statement of Qualifications and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the Commonwealth of Massachusetts is directly or indirectly interested in this Statement of Qualifications or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Respondent has not influenced or attempted to influence any other person or corporation to file a Statement of Qualifications or subsequent proposal or to refrain from doing so or to influence the terms of the Statement of Qualifications or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further certifies under pains and penalties of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of section Twenty Nine F of Chapter Twenty Nine, or any other applicable debarment provision of any other chapter of the General Laws or any rule or regulation promulgated thereunder, and further is not debarred from doing public construction work under any law, rule or regulation of the federal government.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this Statement of Qualifications and the documents submitted with the SOQ including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this Statement of Qualifications in its entirety is complete, true and accurate.

**SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:**

Signature: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Schedule A -CM at RISK QUALIFICATIONS APPLICATION**

Firm Name: \_\_\_\_\_

**1. BUSINESS INFORMATION**

Type of business entity (corporation, partnership, joint venture, etc.):\_\_\_\_\_

Number of years in business under current business name: \_\_\_\_\_

List all other business names firm has operated under and the time frames for each:

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**If firm is a corporation, provide the following information:**

State of incorporation: \_\_\_\_\_ Date of Incorporation:\_\_\_\_\_

Name of President: \_\_\_\_\_

Name of Vice President: \_\_\_\_\_

Name of Secretary or Clerk: \_\_\_\_\_

Name of Treasurer: \_\_\_\_\_

If firm is a foreign corporation, is it registered to do business in Massachusetts? \_\_\_\_\_

If firm is a foreign corporation and is selected, it is required under M.G.L. c. 30, §. 39L to obtain from the Massachusetts Secretary of State, One Ashburton Place, 17th floor, Boston, MA a certificate stating that the corporation is registered to do business in Massachusetts, and to furnish said certificate to the awarding authority prior to the award.

**If firm is a partnership or joint venture provide the following information:**

Type of partnership/joint venture:\_\_\_\_\_ Date of organization:\_\_\_\_\_

Name of each partner or venture:\_\_\_\_\_

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Is partnership or joint venture registered in Massachusetts? \_\_\_\_\_

If firm is a foreign limited partnership or a foreign corporation and is selected, it will be required under M.G.L. c. 30, §. 39L to obtain from the Massachusetts Secretary of State, One Ashburton Place, 17th floor, Boston, MA a certificate stating that the partnership or corporation is registered to do business in Massachusetts, and to furnish said certificate to the awarding authority prior to the award.

For each general partner or venturer that is a corporation, provide the following information (use additional sheets if necessary):

Name of corporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

President: \_\_\_\_\_

Secretary or Clerk: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**If firm is individually owned provide the following information:**

Name of Owner: \_\_\_\_\_

Date of organization: \_\_\_\_\_

Owner's Residence Address: \_\_\_\_\_

Names under which firm does business \_\_\_\_\_

Business Address: \_\_\_\_\_

If selected firm is an individual doing business under a different name then they must furnish evidence of any required DBA filings.

**2. LICENSURE AND PERFORMANCE INFORMATION**

List all jurisdictions and trade categories in which the firm is legally licensed or otherwise qualified to do business and for each jurisdiction provide registration and license numbers where applicable:

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If the firm customarily provides scopes of work with its own forces please identify the types/areas of work below:

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### **3. REFERENCES**

Provide references from the Owner on three (3) projects comparable to the B.M.C. Durfee High School Project which was performed utilizing CM at Risk during the past five (5) years, stating the name of reference, current contact person, telephone number and address:

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Provide three (3) trade references below; include name of reference, current contact person, telephone number and address:

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Provide two (2) bank references below, include name of reference, current contact person, telephone number and address:

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**Schedule B - EXECUTIVE SUMMARY**

**Respondent must attach Executive Summary here**

Not to Exceed 6 Pages

**SCHEDULE C****Schedule C - MANAGEMENT PERSONNEL****Firm Name:** \_\_\_\_\_

Respondent must provide the information requested below for each and every person who will have **any direct or indirect management responsibility for the Project**, including but not limited to project executives, project managers, field superintendents and field engineers. Respondents must **attach a copy of the resume for each person listed**. Respondents **must also attach an Organizational Chart** for the Project to this Schedule C. Attach additional sheets if necessary.

<b>NAME</b>	<b>TITLE</b>	<b>ROLE/JOB RESPONSIBILITIES ON THIS PROJECT</b>	<b># OF YEARS W/FIRM</b>	<b>EDUCATION &amp; EXPERIENCE</b>	<b>COMPLETED PROJECTS</b> (if resume lists all completed projects this section can\ reference resume)

**Schedule D - SIMILAR PROJECT INFORMATION**

**Firm Name:**\_\_\_\_\_

**Respondent is required to complete all three parts, Parts A, B and C of Schedule D.** List below all similar projects the firm has completed during the last five (5) years. For the purpose of this RFQ, the Pre-Qualification Committee may in its own judgment, determine and evaluate what would be deemed and considered “similar projects” in the best interest of the B.M.C. Durfee High School Building Committee. The respondent shall list CM at Risk project experience in (Part A) of this form and General Contractor experience in (Part B) on this form. On Part C shall list the contact information for the owner and designer for each and every project listed on Part A or Part B. Attach additional sheets if necessary.

**Part A. CM PROJECTS** – List only projects on which the firm was the Construction Manager in this section.

<b>PROJECT NAME &amp; LOCATION</b>	<b>PROJECT OWNER</b>	<b>PROJECT DESCRIPTION</b>	<b>DESCRIPTION OF SERVICES PROVIDED BY FIRM</b>	<b>ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION</b>	<b>PROJECT START AND COMPLETION DATE</b>



## Schedule D - SIMILAR PROJECT INFORMATION (continued)

Firm Name: \_\_\_\_\_

**Part B. GENERAL CONTRACTOR PROJECTS** – List only projects on which the firm was the General Contractor or Prime Contractor and was not the Construction Manager in this section.

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION	DESCRIPTION OF SERVICES PROVIDED BY FIRM	ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION	PROJECT START AND COMPLETION DATE

## Schedule D – SIMILAR PROJECT INFORMATION (continued)

Firm Name: \_\_\_\_\_

**Part C, PROJECT CONTACTS** – Respondent must list below current contact information for the owner and designer on each of the projects listed on Schedule D Part A and Part B above. Be certain to confirm the contact information is current.

PROJECT NAME & LOCATION		COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE #	FAX #
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				

## SCHEDULE E

### Schedule E – TERMINATIONS AND LEGAL PROCEEDINGS

Firm Name: \_\_\_\_\_

**Respondent is required to complete both parts A and B of Schedule E.** On Part A of Schedule E, respondents are required to list each and every project on which the firm was terminated or failed to complete the work within the past five (5) years. On Part B of Schedule E, respondents are required to list each and every conviction or fine incurred by the respondent firm or any of its principals for violations of any state or federal law within the past five (5) years, **and**, a complete list of any and all legal proceedings, administrative proceeding and arbitration whether currently pending or concluded within the past five (5) years that involved a construction project or a construction contract in which the respondent firm was a named party. Attach additional sheets if necessary.

#### **Part A. TERMINATIONS AND INCOMPLETE PROJECTS**

PROJECT NAME & LOCATION	PROJECT OWNER	SCOPE OF WORK PERFORMED	PROJECT START & END DATES	ESTIMATED CONTRACT AMOUNT	% COMPLETED	REASON FOR FAILURE TO COMPLETE OR TERMINATION

## Schedule E – TERMINATIONS and LEGAL PROCEEDINGS (CONTINUED)

Firm Name: \_\_\_\_\_

### **Part B. LEGAL PROCEEDING, CONVICTIONS and FINES**

<b>PROJECT NAME, LOCATION &amp; OWNER</b>	<b>DESCRIPTION OF CONVICTIONS, FINES and LEGAL PROCEEDINGS</b> (include caption case, parties, location of proceeding, description of the dispute or enforcement action, dates action commenced and status and/or outcome)

(Provide additional pages, as necessary).

## SCHEDULE F

### Schedule F – SAFETY RECORD

Respondents must list their workers compensation experience modifiers for the past three (3) years in the space provided on the Statement of Qualifications form and **must also attach here documentation from their insurance carrier** of their Worker's Compensation Experience Modifier for the past three (3) years.

**SCHEDULE G**

**Schedule G – MBE/WBE and WORKFORCE COMPLIANCE RECORD**

**Firm Name:** \_\_\_\_\_

Respondent is required to list below each and every project completed within the last five (5) years that had contractual MBE/WBE participation goals or minority and women workforce goals. For each project with goals list the contractually required MBE, WBE and workforce participation goals and the actual MBE, WBE and workforce participation achieved on the project. **Respondents must attach documentation from the project owner supporting the amount of actual MBE/WBE participation reported.** In addition, if the goals were not met, explain why and indicate whether any sanctions or penalties were imposed. Attach additional sheets if necessary.

PROJECT NAME, LOCATION & AWARDING AUTHORITY	CONTRACT VALUE	MBE GOAL	ACTUAL MBE	WBE GOAL	ACTUAL WBE	WORK- FORCE GOALS	ACTUAL WORK- FORCE	IF GOALS NOT MET EXPLAIN WHY	SANCTION OR PENALTY AND AMOUNT

## **SCHEDULE H**

### **Schedule H – AUDITED FINANCIAL STATEMENT**

**Respondent must submit their most recent audited financial statement in a sealed envelope and place in the sleeve of the three ring-binders.**

## **SCHEDULE I**

### **Schedule I – LETTER EVIDENCING BONDING CAPACITY**

**Respondent must attach here a letter from a surety company** (or from an agent meeting the criteria set forth above) evidencing that the surety will provide respondent with payment and performance bonds for the Project in an amount equal to or greater than 110% of the estimated construction cost of the Project. The surety company must meet the requirements set forth above.



## **SCHEDULE J**

### **Schedule J – CERTIFICATE OF ELIGIBILITY AND UPDATE STATEMENT**

**Respondent must attach here two documents:**

- 1) a copy of its current **DCAM Certificate of Eligibility** (Form CQ7) meeting the requirements set forth above in this RFQ; **and**
- 2) a completed and signed **DCAM Update Statement** (Form CQ3)

## **SCHEDULE K**

### **Schedule K – EXAMPLES OF PROJECT MANAGEMENT REPORTS and BRIEF STATEMENT OF OPERATING PHILOSOPHY**

Respondent must attach here specific examples (no more than 3) of **Project Management Reports** that were prepared by respondent on one or more of the Construction Manager projects listed on Schedule D, Part A above. In addition Respondent **may**, at their option, include a brief statement of its operating philosophy. If information on Respondent's operating philosophy is contained in its' Executive Summary attached at Schedule B, the information should not be repeated here, but can be referenced.

## SCHEDULE L

### Schedule L – PROJECTS WITH SUSTAINABLE DESIGN and MA-CHPS/LEED CERTIFIED BUILDINGS

Firm Name: \_\_\_\_\_

**Respondent is required to complete both parts A and B of Schedule L.** List below all similar projects the firm has completed which involved sustainable design and/or LEED certified buildings. On Part B list the current Contact information for the owner and designer for each and every project list on Part A. Attach additional sheets if necessary.

#### **Part A. List Projects Involving Sustainable Design and LEED Certified Buildings.**

PROJECT NAME & LCOATION	PROJECT OWNER	PROJECT DESCRIPTION INCLUDING DESCRIPTION OF SUSTAINABLE DESIGN OR LEED CERTIFICATION	DESCRIPTION OF SERVICES PROVIDED BY FIRM	ORIGINAL AND FINAL CONTRACT AMOUNT WITH EXPLANATION	PROJECT START AND COMPLETION DATE

## SCHEDULE L

### Schedule L – PROJECTS WITH SUSTAINABLE DESIGN and LEED CERTIFIED BUILDINGS (continued)

Firm Name: \_\_\_\_\_

**Part B. PROJECT CONTACTS** – Respondent must list below current contact information for the owner and designer on each of the projects listed on Schedule L Part A above. Be certain to confirm the contact information is current.

PROJECT NAME & LOCATION		COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE #	FAX #
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				
	OWNER: DESIGNER:				